



City of Chicago
Department of Human Resources
Records Management
11/20/2018

**EMPLOYEE
WORK HISTORY**

LOPEZ, JUAN

TITLE 0406-STUDENT INTERN - ALDERMANIC
AI/ INACTIVE
DEPT 015- CITY COUNCIL
PAYROLL 6106
STATUS EXEMPT PROGRAM
BU 09-EXCLUDED

ASSIGNMENT HISTORY

TITLE	DEPT	BU	ST	AI/	ACTION	FROM	TO
8731-FIREFIGHTER	059	87	0	ACTIVE	APPOINTMENT - NEW HIRE	03/17/2014	05/21/2014
8731-FIREFIGHTER	059	87	0	TERM		05/22/2014	06/04/2017
0406-STUDENT INTERN - ALDERMANIC	015	09	6	ACTIVE	APPOINTMENT - NEW HIRE	06/05/2017	08/11/2017
0406-STUDENT INTERN - ALDERMANIC	015	09	6	TERM		08/12/2017	CURRENT

SALARY HISTORY

SALARY	EFFECTIVE	ACTION
10.50	6/5/17	APPOINTMENT - NEW HIRE

ABSENCE HISTORY

START DATE	END DATE	REASON
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City of Chicago
Department of Human Resources
Records Management
11/20/2018

**EMPLOYEE
WORK HISTORY**

TERMINATION HISTORY

Termination Reason	Termination Date - Actual
DISCHARGE	5/21/14
TERMINATION	8/11/17

HISTORY WAREHOUSE

DATE	ACTION	TC	DEPARTMENT	PAYROLL	ST	PAYRATE
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E-Business Suite:APSPROD

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Oracle Applications Home Page > Worklist >

Worklist for **DECKER, GRACE**

059-4118 - COC Appt and LT Reinstatement needs approval for LOPEZ, JUAN, EMPNO [REDACTED]

[Back](#) Step 53 of 75 [Next](#)[Accepted](#)[Rejected](#)[Reassign](#)[Request Information](#)

From **HAMMOND, KEYANNA**
 To **HR_OFFICE DISPLAY**
 Sent **19-Mar-2014 14:40:10**
 ID **93636057**

Summary

Effective Date 17-Mar-2014

Employee Name **LOPEZ, JUAN**
 Manager **ARMSTRONG, SONYA**
 Department **059-4118 FIRE SUPPRESSION
 AND RESCUE**

Employee Number [REDACTED]
 Organization Email Address
 Job **8731|FIREFIGHTER**

ⓘ Indicates Changed Items.

Assignment

Current	Proposed
Department 059-4118 FIRE SUPPRESSION AND RESCUE	059-4118 FIRE SUPPRESSION AND RESCUE
Job 8731 FIREFIGHTER	8731 FIREFIGHTER
Worker is a Manager No	No
Position Name 059 0100 4118 8731 FIREFIGHTER 8A	059 0100 4118 8731 FIREFIGHTER 8A
Home Worker No	No
Location 059-4118 FIRE SUPP	059-4118 FIRE SUPP
Grade Name F 1	F 1
Payroll Name	PAY01 ⓘ
Government Reporting Entity	CITY OF CHICAGO - GRE ⓘ
Timecard Required	No ⓘ
EMPLOYEE STATUS 0	0
EMPLOYEE SUFFIX 00	00
FLSA CODEN	N
ACTUAL JOB CODE/PAID AS 8731	8731
BARGAINING UNIT	87 ⓘ
UNION DUES DEDUCTION CODE	H9 ⓘ
LOCAL COMMENTS	CHICAGO FIREFIGHTERS UNION, LOCAL 2.FSHR ⓘ
PENSION 4	4
Pension Tier 2	2
GRANT	CORPORATE ⓘ
Assignment Status Active Assignment	Active Assignment
Change Reason Appointment - New Hire	Appointment - New Hire
Salary Basis	SALARY ⓘ
Work Hours 40.76	40.76
Frequency Week	Week
Assignment Category	Fulltime-Regular ⓘ
Union Member No	No
Probation Period 9	9
Probation Unit Months	Months
Probation End Date 16-Dec-2014	16-Dec-2014
Primary Assignment Yes	Yes

Pay Rate

Current	Proposed
Appointment - New Hire	4,207.50 USD ⓘ
Pay Rate 0.00 USD	4,207.50 USD ⓘ
Pay Rate (Annual Equivalent) 0.00 USD	50,490.00 USD ⓘ

Salary Effective Date

17-Mar-2014

Comments

APPOINTMENT NEW HIRE

Extra Information Type

PAYROLL_NUM

Proposed

PAYROLL SUB GROUP 1230
PAYROLL BATTALION 00
PAYROLL UNIT NUMBER 002
PAYROLL SEQUENCE NUMBER 0000
PAYROLL DEPARTMENT 059-FIRE DEPARTMENT
PAYROLL DIVISION CANDIDATE TRAINING
PAYROLL DIVISION HEAD JOSE A. SANTIAGO
PAYROLL DIVISION HEAD TITLE FIRE COMMISSIONER

Action History

Sequence	Name	Action	Date	Notes
1	HAMMOND, KEYANNA	Submit	19-Mar-2014 11:18:36	
2	BRYANT, ADRIANNE	Approve	19-Mar-2014 14:05:05	
3	HLSCOMM059	Accepted	19-Mar-2014 14:40:10	BRYANT, ADRIANNE L

Response

Approval Comment 8731-0005-2014

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Step 53 of 75

[Next](#)[Accepted](#)[Rejected](#)[Reassign](#)[Request Information](#)[Privacy Statement](#)

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CITY OF CHICAGO
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL FILE PART II
HIRING PAPERWORK CHECKLIST

Name of Selected Candidate: LOPEZ, JUAN	
Department: FIRE	Job Title: FIREFIGHTER
Dept. A-Form Request #: 059-2014-023 (Example: 033-2008-001)	CAREERS Requisition #: 257044 (Example: #143228)

REQUIRED: Complete Self-Service Per 14 in CHIPPS
(Upon receiving an e-mail from DHR's Information Service Division)

☒ Candidate Selected for Hire Certification Form (New and Current Hires)	☒ Residency Affidavit (New Hires Only)	☒ I-9 (New Hires Only)
☐ Commitment to Follow the City of Chicago's Code of Conduct	☐ Ethics Pledge	☐ EEO Policy Acknowledgement Form
☐ CRIMINAL BACKGROUND DISCLOSURE RELEASE FORM - CLEARED (New Hires & Recalls/Rehires over 90 Days)		
☐ YES ☐ NO		
EMPLOYEE STATUS		
☒ (0) PCS	☐ (1) CS	☐ (2) Provisional
☐ (3) Exempt by Ordinance	☐ (4) Dept Exempt Service	☐ (5) SES
☐ (6) Exempt Program	☐ (7) Emergency	☐ (8) Exempt Confidential
☐ (9) Exempt Seasonal		

FOR DHR USE ONLY			
Background Check			
☐ Education	☐ Reference	☐ Indebtedness	☐ Criminal Background
☐ Records Clerk Initials	☒ Recruiter/Recruiting Analyst Initials	Effective Date: 3/17/14	

PLEASE RETURN THIS FORM ALONG WITH THE REQUIRED PAPERWORK TO:
DEPARTMENT OF HUMAN RESOURCES
Employment Services
121 North LaSalle Street - Room 1100
Chicago, Illinois 60602



CITY OF CHICAGO
DEPARTMENT OF HUMAN RESOURCES

DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY DIVISION

Diversity and Equal Employment Opportunity Policy
Acknowledgement of Receipt

I acknowledge that I received a copy of the City's Diversity and Equal Employment Opportunity Policy on the date listed below.

Print Name: Juan Lopez

Employee ID number: [REDACTED]

Department: Fire

Signature: [Signature]

Date: 3-17-14

NOTE: If you have questions about the Diversity and Equal Employment Opportunity Policy, or wish to file a complaint, please contact the Department of Human Resources at 312-744-4224 or eeodiversity@cityofchicago.org

**ETHICS PLEDGE PURSUANT TO §2-156-105 OF THE GOVERNMENTAL ETHICS
ORDINANCE**

As a condition, and in consideration, of my employment or appointment by the City of Chicago in a position invested with the public trust, I shall, upon leaving government employment or appointment, comply with the applicable requirements of Section 2-156-105* of the Chicago Municipal Code imposing restrictions upon lobbying by former government employees, which I understand are binding on me and are enforceable under law.

I acknowledge that Section 2-156-105* of the Chicago Municipal Code, which I have read before signing this pledge, imposes restrictions upon former government employees and appointees and sets forth the methods for enforcing them. I expressly accept the applicable provisions of Section 2-156-105* of the Chicago Municipal Code as part of this agreement and as binding on me. I understand that the terms of this pledge are in addition to any statutory or other legal restrictions applicable to me by virtue of government service.

*** 2-156-105. Post-employment Restrictions on Lobbying.**

- (a) Any person who serves as (i) a non-clerical employee of the Office of the Mayor, or (ii) a department head, shall be prohibited from lobbying the City of Chicago or any city department, board or other city agency for a period of two years after leaving that position.
- (b) Any employee who holds an exempt position in a City department, board or other city agency on or after May 16, 2011, other than a person described in subsection (a) of this section, shall be prohibited from lobbying the department, board or agency in which he or she was employed for a period of two years after that employment ends.
- (c) Any person who is appointed by the Mayor to the board of any board, commission, authority or agency, on or after May 16, 2011, shall be prohibited from lobbying that board, commission, authority or agency for a period of two years after the date on which his or her service on the board ends.
- (d) The prohibitions on lobbying set forth in this section shall not apply to any person who (i) occupied the position before May 16, 2011, and (ii) resigned from that position before November 16, 2011. Nothing in this section shall be construed to prohibit a person from lobbying on behalf of, and while employed by, another government agency.

Signature

Printed Name

Date

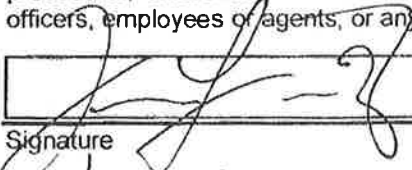
Print Form

Commitment to Follow the City of Chicago's Code of Conduct

As a condition and in consideration of my employment by the City of Chicago, I hereby commit myself to follow the City's Code of Conduct, pursuant to §2-156-005 of the Municipal Code of Chicago:

- (a) The code of conduct set forth in this section shall be aspirational and shall guide the conduct of every official and employee of the City. As an employee of the City, I shall:
- (1) remember that I am a public servant who must place loyalty to the federal and Illinois constitutions, laws, and ethical principles above my private gain or interest.
 - (2) give a full day's work for a full day's pay.
 - (3) put forth honest effort in the performance of my duties.
 - (4) treat members of the public with respect and be responsive and forthcoming in meeting their requests for information.
 - (5) act impartially in the performance of my duties, so that no private organization or individual is given preferential treatment.
 - (6) refrain from making any unauthorized promises purporting to bind the City.
 - (7) never use any nonpublic information obtained through the performance of City work for private gain.
 - (8) engage in no business or financial transaction with any individual, organization or business that is inconsistent with the performance of my City duties.
 - (9) protect and conserve City property and resources, and use City property and resources only for authorized purposes or activities.
 - (10) disclose waste, fraud, abuse, and corruption to the appropriate authorities.
 - (11) adhere to all applicable laws and regulations that provide equal opportunity for all persons regardless of race, color, religion, gender, national origin, age, sexual orientation, or handicap.

I understand that this document is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or equity, by any party against the City, its departments, agencies, entities, officers, employees or agents, or any other person.



Signature

Juan Lopez

Printed Name

3-17-14

Date

Print Form



CITY OF CHICAGO

DEPARTMENT OF HUMAN RESOURCES EMPLOYEE RESIDENCY AFFIDAVIT

Department: FIRE Bureau: _____
Name: Juan Lopez
Position Title: FIRE FIGHTER-EMT Employee Number: [REDACTED]

I understand and acknowledge that as a condition of employment with the City of Chicago I must be an actual resident of the City of Chicago.

My address is: [REDACTED]
City Chicago State IL Zip code: [REDACTED]

I understand that the falsification of this statement of address shall constitute grounds for discharge from the City Service.

I understand and acknowledge that I must report any change of address immediately to my department head and to the Department of Human Resources and that failure to provide such notification shall constitute grounds for discharge from the City Service.

By signing this residency affidavit, I acknowledge and represent that I have fully read and understand **both the front and reverse sides** of this residency affidavit, and further certify that the information which I have provided herein is true and correct.

Signed [Signature]
Date 02/19/14

*** NOTE: the new employee must provide proof of address in the form of a driver's license or state issued ID, or mortgage statement, or bank statement, or water bill, or utility bill to the hiring department.**

Complete and sign two copies.
First copy to department file.
Second copy to Department of Human Resources.

City of Chicago Policy on Residency as a Condition of Employment

In order for a City employee to be most effective, he or she must identify with the needs and aspirations of the residents of the City of Chicago. This sense of identification can only be accomplished if the employee is, in fact, an actual resident of the City. As a City resident an employee participates directly in the activities of a neighborhood of the City. This participation and commitment is essential to the development of a strong sense of public service as it relates to the citizens of Chicago. It has been and will continue to be a requirement for City employment that all employees of the City, irrespective of the status, shall be actual residents of the City of Chicago. This policy is stated in Section 25-30 of the Municipal Code of Chicago, the Rules of the Department of Human Resources and other departmental rules or labor contracts governing particular classes of employees. It is essential that this policy be applied uniformly to all employees in all departments. It is the responsibility of every department head to ensure that this policy is carried out. A department head shall take immediate action for the discharge of any employee not in compliance with the requirement that he/she be an actual resident of the City of Chicago.

Any request for assistance in the implementation of this policy should be directed to the Commissioner of Human Resources.

For your information an opinion of the Corporation Counsel states in part: "actual residence has been found to contemplate substantially the same attributes as are intended when the word 'domicile' is used, and a permanent and fixed character is intended."

"...an actual resident has been held to be one who is in a place with the intent to establish there his domicile or permanent residence."

The opinion goes on to say: "...the acquisition of a local address solely for the purpose of claiming it as a residence as a requirement of public employment must be viewed as a subterfuge designed to avoid the obvious objectives of the ordinance. What is required is that the employee actually dwell at the purported residence, not that he have a mailing address at which he/she may on occasion spend some minimal amount of time, while, for example, his/her family lives outside the city and his/her children attend schools outside of the city in which the employed parent purports to reside."

Most recently the Illinois Supreme Court, in upholding the City's residency requirement, described actual residence as a person's "true, permanent home" and "principal residence (and) domicile."

Hire Certification Form

Candidate Name: (if known) Juan Lopez **Job Title:** Firefighter
Dept. A-Form Request #: 059-2014-023 **Title Code:** 8731 **Hire Type:** ☐ Sr. Mgr ☒ Non-Interview ☐ Interview ☐ Student ☐ Volunteer
CAREERS Requisition #: 059 **Dept. #:** 059 **Other:** _____
 (Example: 033-2008-001) (Example: #143228)

Political reasons or factors shall not play a role in hiring. Political reasons or factors include any of the following:

- 1 Recommendations for hiring, promotion or other employment terms of specific office holders or political party officials that are not based on personal knowledge of the job applicant's work skills, work experience or other job-related qualifications. (But such recommendations from public office holders or political party officials that are based on their personal knowledge of the applicant's work skill, work experience or other job-related qualifications are permitted.)
 - 2 The fact that the job applicant worked in a political campaign or belongs to a political organization, or political party. Or the fact that the job applicant chose not to work in a political campaign or to belong to a political organization or a political party.
 - 3 The fact that the job applicant contributed money, raised money or provided something else of value to a candidate for public office or a political organization. Or the fact that the job applicant chose not to contribute or raise money for a candidate for public office or a political organization.
 - 4 The fact that the applicant is a Democrat or a Republican or a member of any other political party or group. Or the fact that the applicant is not a member.
 - 5 The fact that the applicant expressed views or beliefs on political matters such as what candidates or elected officials he or she favored or opposed, what public policy issue he or she favored or opposed, or what views on government actions or failures to act he or she expressed.
- I certify that, I am aware of and am in full compliance with the above stated prohibitions regarding personnel decisions by the City of Chicago insofar as they apply to me. I certify, under penalty of perjury, as provided by law, that, to the best of my knowledge and after due inquiry, political reasons or factors did not enter into any City employment actions taken with respect to the applicants in the hiring process for the above referenced position. I understand that failure to comply with the above prohibitions and/or failure to submit an accurate Hire Certification Form may result in disciplinary action up to and including immediate termination and may subject me to prosecution for perjury under Illinois law.

Check the role(s) in the hiring process in which you participated, initial each checked box and sign at the bottom.

☐ Participated in Intake Session	☐ Conducted, Monitored or Scored Test	☒ Candidate Selected for Hire
Initial	Initial	Initial
☐ Screened Applicants	☐ Hiring Manager	☐ Commissioner
Initial	Initial	Initial
☐ Created Referral List	☐ Facilitated Consensus Meeting	☐ Other:
Initial	Initial	Initial
☐ Interviewed Candidate	☐ Participated in Consensus Meeting	
Initial	Initial	

Signature: Juan Lopez **Date:** 02/19/14
Print Name: Juan Lopez
Last Updated: 12/1/11

Print Form

Hire Certification Form

Candidate Name: (If known) _____ (see attached)

Job Title: Firefighter

Dept. A-Form Request #: 059-2014-023
(Example: 033-2008-001)

Title Code: 8731

Hire Type: ☐ Sr. Mgr ☒ Non-Interview ☐ Interview ☐ Student ☐ Volunteer

CAREERS Requisition #: 059
(Example: #143228)

Dept. #: 059

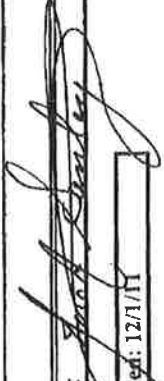
Other: _____

Political reasons or factors shall not play a role in hiring. Political reasons or factors include any of the following:

1. Recommendations for hiring, promotion or other employment terms of specific office holders or political party officials that are not based on personal knowledge of the job applicant's work skills, work experience or other job-related qualifications. (But such recommendations from public office holders or political party officials that are based on their personal knowledge of the applicant's work skill, work experience or other job-related qualifications are permitted.)
 2. The fact that the job applicant worked in a political campaign or belongs to a political organization, or political party. Or the fact that the job applicant chose not to work in a political campaign or to belong to a political organization or a political party.
 3. The fact that the job applicant contributed money, raised money or provided something else of value to a candidate for public office or a political organization. Or the fact that the job applicant chose not to contribute or raise money for a candidate for public office or a political organization.
 4. The fact that the applicant is a Democrat or a Republican or a member of any other political party or group. Or the fact that the applicant is not a member.
 5. The fact that the applicant expressed views or beliefs on political matters such as what candidates or elected officials he or she favored or opposed, what public policy issue he or she favored or opposed, or what views on government actions or failures to act he or she expressed.
- I certify that I am aware of and am in full compliance, with the above stated prohibitions regarding personnel decisions by the City of Chicago insofar as they apply to me. I certify, under penalty of perjury, as provided by law, that, to the best of my knowledge and after due inquiry, political reasons or factors did not enter into any City employment actions taken with respect to the applicants in the hiring process for the above referenced position. I understand that failure to comply with the above prohibitions and/or failure to submit an accurate Hire Certification Form may result in disciplinary action up to and including immediate termination and may subject me to prosecution for perjury under Illinois law.

Check the role(s) in the hiring process in which you participated, initial each checked box and sign at the bottom.

☐ Participated in Intake Session Initial _____	☐ Conducted, Monitored or Scored Test Initial _____	☐ Candidate Selected for Hire Initial _____
☐ Screened Applicants Initial _____	☒ Hiring Manager Initial _____	☒ Commissioner Initial _____
☐ Created Referral List Initial _____	☐ Facilitated Consensus Meeting Initial _____	☐ Other: _____ Initial _____
☐ Interviewed Candidate Initial _____	☐ Participated in Consensus Meeting Initial _____	

Signature: 

Print Name: Jose A Santiago / Fire Commissioner

Date: 2-25-14

Last Updated: 12/1/11

Print Form

COC-HR Oper Dept Self Service

 Navigator Favorites[Home](#) [Logout](#) [Preferences](#) [Help](#)

Termination: Review

[Cancel](#)[Back](#)[Save For Later](#)[Print](#)[Submit](#)

Effective Date 21-May-2014

Employee Name **LOPEZ, JUAN**Employee Number Manager **ARMSTRONG, SONYA**

Organization Email Address

Department **059-4118 FIRE**Job **8731|FIREFIGHTER****SUPPRESSION AND****RESCUE**

Review your changes and, if needed, attach supporting documents.

 Indicates Changed Items.

Termination Details

Termination Date **21-May-2014**Notification Date **21-May-2014**Reason **Discharge**

Rehire

Comments

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	BRYANT, ADRIANNE	HR People	1	Approver		

[+ Add Adhoc Approver](#)

Comments to Approver

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CHICAGO FIRE DEPARTMENT
CITY OF CHICAGO

May 22, 2014

Juan Lopez

Chicago, Illinois

Candidate Firefighter/EMT Juan Lopez
File# 21159

You are hereby notified that by orders of the Fire Commissioner you are discharged from the Chicago Fire Department. Your discharge is pursuant to Section 9.1B of the Labor Agreement and you are discharged effective as of May 22, 2014.

With respect to your medical and life insurance benefits, coverage will terminate on the effective date of your separation. You have the right to convert to individual coverage under the Public Health Service Act (attached). If you have any questions as to continuation on conversion of your benefits, contact the Benefits Service Office at 877-299-5111.

Paycheck(s) are to be picked up at the Personnel Division.


Adrianne L. Bryant
Deputy Commissioner
Personnel Division

cc: DFC Anthony Vasquez Administrative Services.
DFC John McNicholas Operation
ADFC William Boyle Operation/EMS
Chief William Vogt, Acting Chief of Training
Lieutenant Curtis Hudson EMS Training
Labor Relations
Assistant Commissioner Steve Malec IAD
Local No. 2
File

CHICAGO FIRE DEPARTMENT

PERSONNEL ACTION

Name LOPEZ, JUAN Soc. Sec. No. [REDACTED] File No. 21159
 Job Title CANDIDATE FIREFIGHTER Title Code 8731 Grade Badge
 Unit TRAINING Bureau OPERATIONS Plat / Daley 5
 Cont. Serv. Date 3/17/2014 Seniority Birth Date Sex Race
 Home Address Zip Home Phone
 Detailed to Unit Bureau Detail Date
 Marital Status Spouse's Name Employee's Previous Name

TYPE OF ACTION: Effective 0800 HOURS Hours on MAY 22, 2014 to SEE BELOW

☐	Resignation	☐	New Hire
☐	Age and Service	☐	Transfer into Department
☐	Compulsory Retirement	☐	Reinstatement
☐	Death	☐	Promotion
XX	Discharged (Charges)	☐	Reinstatement to
☐	Leave of Absence	☐	Career Service Rank
☐	Dock in Pay	☐	Title Change Only
☐	Suspension (Number of Calendar Days)	☐	Name Change
☐	Extension of Leave	☐	Other

REMARKS

CODE 60: DISCHARGED. EFFECTIVE MAY 22, 2014.

OFF ACTION ONLY. LAST DAY ON PAYROLL MAY 21, 2014.

(For Suspension Only) Incident Date I.R.#

☒ Recommend Approval ☐ Submitted for Processing

☒ Approved ☐ Disapproved

☒ Director of Personnel Date 5.22.14

José Santiago
Fire Commissioner

☐ Assistant Director of Personnel

CC: ☐ District ☒ Payroll ☐ Data Entry ☐ Hold File

F.D. #996 / 997 Rev (5/99)

F. A leave of absence may be cancelled by the Fire Commissioner upon evidence that the cause for its original authorization was fraudulent or has as a matter of fact ceased to exist.

G. When a leave has been granted properly, and when the employee is prepared to return to work in conformance with the terms and conditions of this Article, the following shall apply:

1. An employee returning from a leave of three (3) months or less shall be fully restored to his or her position.
2. An employee returning from a leave of more than three (3) months shall be fully restored to his or her position, if available, or, if not available, the employee shall be restored to a position of equal rank.

H. Any employee who is on a leave of absence from the Fire Department shall not be considered in the certification and appointment from promotional eligible lists.

Section 8.3 - Family Medical Leave Act

Employees shall be entitled to leave without pay as provided in the Family Medical Leave Act, provided that the employee has the option to elect to use accrued paid leave to which the employee is entitled, and provided that health benefits shall continue if the employee continues to make his/her health contributions.

ARTICLE IX. SENIORITY RIGHTS

Section 9.1 - Seniority

A. Seniority is defined as an employee's length of continuous service since his last date of hire. If more than one person is hired on the same day they shall be placed on the seniority list according to their rank on the eligibility list.

B. New employees will serve a probationary period of nine (9) months of employment. Any inactive status during the probationary period shall not count toward completion of the probationary period, except that duty-related medical leave of a total of ten (10) working days or less shall not extend the probationary period.

Any probationary employee may be discharged during the probationary period upon written notice (or verbal notice confirmed in writing) to the employee. A copy of the notice showing the effective date of the termination shall be provided to the Union.

Terminations of probationary employees shall not be subject to the grievance procedure; however, upon the Union's request made within ten

(10) days of notice of discharge to the employee and the Union, the employee and the Union may present evidence relating to the validity of the reasons or mitigating circumstances to the Department at a meeting between the Department and the Union; but any action taken by the Department shall be final and shall not be subject to the grievance procedure.

The seniority of the employee retained beyond the probationary period shall date back to his/her date of hire.

It is further provided that for an additional three (3) months of employment beyond the probationary period any new employee may be tested for substance abuse and if the test results are positive the employee may be terminated and such termination shall not be subject to the grievance procedure.

C. An employee's continuous service and the employment relationship shall be terminated when an employee:

1. Resigns or quits with the following exceptions:

a. An employee who resigned and was reinstated prior to March 8, 1980 shall retain the seniority date listed on the 1982 seniority list provided such date is not adjusted otherwise as provided or permitted in the Seniority Settlement Agreement of February 1, 1983.

b. An employee who resigned in the past and was not reinstated until March 8, 1980 or later, or who resigns in the future, shall have his seniority based on his last date of hire which shall be the day of his return to service, unless he requests or requested reinstatement on or before thirty (30) days after the effective date of his resignation and such request is or was ultimately granted, in which case he shall continue to use the seniority date in effect prior to his resignation provided such date is not adjusted otherwise as provided or permitted in the Seniority Settlement Agreement of February 1, 1983.

2. Is discharged for just cause;

3. Retires or is retired;

4. Is absent for three (3) consecutive days (workdays) without notifying the Employer's authorized representative;

5. Is laid off and fails to report for work within ten (10) calendar days after mailing by certified mail a notification of recall to the employee's last known address as shown on the City's personnel records. A copy of recall notification shall be sent to the Union.

CHICAGO FIRE DEPARTMENT
PERSONNEL DIVISION

SEPARATION FORM

DATE: May 22, 2014

DISTRICT: FAS

CANDIDATE
ASSIGNMENT: TRAINING

PAYROLL: 40 HOUR EMPLOYEE

NAME	LOPEZ, JUAN		RANK	FIREFIGHTER
BADGE		Employee Number		FILE 21159

FURLOUGH EARNED 2012 PAYABLE 2013 PAYABLE 8 HOUR DAYS 0
FURLOUGH EARNED 2013 PAYABLE 2014 PAYABLE 8 HOUR DAYS 0
FURLOUGH EARNED (CURRENT YEAR-TO-DATE) PAYABLE 8 HOUR DAYS 0
ADMINISTRATIVE DAYS PAYABLE 8 HOUR DAYS 0
20 YEARS PLUS SERVICE FURLOUGH PAYABLE 8 HOUR DAYS 0
25 YEARS PLUS SERVICE FURLOUGH PAYABLE 8 HOUR DAYS 0
TOTAL PAYABLE 8 HOUR DAYS 0

DUTY AVAILABILITY PAY PER QUARTER 1/3 2/3 FULL

PAYMENT FOR UNUSED FURLOUGHS TO BE DETERMINED AS PER SECTION 7.1C OF THE LABOR
CONTRACT: XXX YES NO

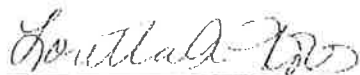
DATE LAID UP LAST DAY WORKED 5/16/2014

REMOVAL DATE May 22, 2014

COMMENTS: Code 60 Discharge. Off action only. No furlough owed.

CONTINUOUS SERVICE DATE: 3/17/2014 PHONE #

FURLOUGH: 2013 2014 SHIFT/D-D 5


Personnel Division

CITY OF CHICAGO

Department of Human Resources

End of Employment Form

COMPLETE ONLY IF EMPLOYEE IS LEAVING CITY SERVICE

Print Form

Name (Print) LOPEZ, JUAN

DATE May 22, 2014

Employee Number [REDACTED] End of Employment Date May 22, 2014

Title FIREFIGHTER Code Number 8731

Fire Department [REDACTED] Payroll Number 1230

Home Address [REDACTED] Zip Code [REDACTED]

3/17/2014 5/16/2014 5/21/2014
Start Date Last Day Worked Last Day on Payroll

Salary at time of separation (Year) \$ 50,490.00

Vacation Pay after Last Day Worked, if any

\$ From Thru

Tuition Reimbursement? (No) Yes.
If yes, contact DHR - Finance Administration division.

DFC John McNicholas 5-4210
Name of Immediate Supervisor Telephone Number

*Reason for Leaving (Check most appropriate reason)

- | | | |
|---|---|---|
| ☐ 01 Other employment | ☐ 06 Retirement | ☐ 11 Working Conditions |
| ☐ 02 AWOL | ☐ 07 Marriage | ☐ 12 Promotional Opportunity |
| ☐ 03 Family Responsibilities | ☐ 08 Maternity | ☐ 13 Compensation |
| ☐ 04 Return to School | ☐ 09 Relocation | ☐ 14 Hours |
| ☐ 05 Military service | ☐ 10 Supervision | ☐ 15 Leave of Absence-Personal |
| ☐ 16 No reason given | ☐ 17 Resignation | ☐ 18 Termination for Cause |

*Items received from employee (please initial)

Keys Pager Lap-Top, PDA Cell Phone BlackBerry
City I.D. Card External Memory (flash drive) Security Card

Current address and phone? X Yes No

If no, complete **Change of Address Form** and send it to DHR - RIMS division.

*Additional comments required Code 60: Discharge

Preparer's Signature [Signature] Title Asst. Director Phone Number 6-6920

Employee Signature [Signature] Date 5/22/2014

*Departments MUST submit supporting documentation to DHR



**CITY OF CHICAGO
DEPARTMENT OF HUMAN RESOURCES**

**PERSONNEL FILE PART II
HIRING PAPERWORK CHECKLIST**

Name of Selected Candidate: JUAN LOPEZ	
Department: City Council - 015	Job Title: 0406 - ALDERMANIC INTERN
Dept. A-Form Request #: (Example: 033-2008-001) 015-2017-051	CAREERS Requisition #: (Example: #143228) 295029

REQUIRED: Complete Self-Service Per 14 in CHIPPS (Upon receiving an e-mail from DHR's Information Service Division)		
☐ NA Candidate Selected for Hire Certification Form (New and Current Hires)	☒ Residency Affidavit (New Hires Only)	☒ I-9 (New Hires Only)
☒ Commitment to Follow the City of Chicago's Code of Conduct	☒ Ethics Pledge	☒ EEO Policy Acknowledgement
☒ CRIMINAL BACKGROUND DISCLOSURE RELEASE FORM - CLEARED (New Hires & Recalls/Rehires over 90 Days) ☒ YES ☐ NO		
EMPLOYEE STATUS		
☐ (0) PCS	☐ (1) CS	☒ (3) Exempt by Ordinance
☐ (5) SES	☒ (6) Exempt Program	☐ (7) Emergency
☐ (8) Exempt Confidential	☐ (9) Exempt Seasonal	

FOR DHR-Employment Service USE ONLY	
Pre-Employment Check	
☐ Education	☐ Reference ☐ Indebtedness ☐ Criminal Background
MT Recruiter	Effective Date: 06/05/2017
Initials	
MT FINAL - IFR/TFC	Date: 6/1/2017
Initials	
NO IFR/TFC-Reinstatements/Promotions	Date: _____
Initials	

PLEASE RETURN THIS FORM ALONG WITH THE REQUIRED PAPERWORK TO:
DEPARTMENT OF HUMAN RESOURCES
Employment Services
121 North LaSalle Street - Room 1100
Chicago, Illinois 60602

03/25/2015

Commitment to Follow the City of Chicago's Code of Conduct

As a condition and in consideration of my employment by the City of Chicago, I hereby commit myself to follow the City's Code of Conduct, pursuant to §2-156-005 of the Municipal Code of Chicago:

- (a) The code of conduct set forth in this section shall be aspirational and shall guide the conduct of every official and employee of the City. As an employee of the City, I shall:
- (1) remember that I am a public servant who must place loyalty to the federal and Illinois constitutions, laws, and ethical principles above my private gain or interest.
 - (2) give a full day's work for a full day's pay.
 - (3) put forth honest effort in the performance of my duties.
 - (4) treat members of the public with respect and be responsive and forthcoming in meeting their requests for information.
 - (5) act impartially in the performance of my duties, so that no private organization or individual is given preferential treatment.
 - (6) refrain from making any unauthorized promises purporting to bind the City.
 - (7) never use any nonpublic information obtained through the performance of City work for private gain.
 - (8) engage in no business or financial transaction with any individual, organization or business that is inconsistent with the performance of my City duties.
 - (9) protect and conserve City property and resources, and use City property and resources only for authorized purposes or activities.
 - (10) disclose waste, fraud, abuse, and corruption to the appropriate authorities.
 - (11) adhere to all applicable laws and regulations that provide equal opportunity for all persons regardless of race, color, religion, gender, national origin, age, sexual orientation, or handicap.

I understand that this document is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or equity, by any party against the City, its departments, agencies, entities, officers, employees or agents, or any other person.

Signature

Printed Name

Date

Print Form

**ETHICS PLEDGE PURSUANT TO §2-156-105 OF THE GOVERNMENTAL ETHICS
ORDINANCE**

As a condition, and in consideration, of my employment or appointment by the City of Chicago in a position invested with the public trust, I shall, upon leaving government employment or appointment, comply with the applicable requirements of Section 2-156-105* of the Chicago Municipal Code imposing restrictions upon lobbying by former government employees, which I understand are binding on me and are enforceable under law.

I acknowledge that Section 2-156-105* of the Chicago Municipal Code, which I have read before signing this pledge, imposes restrictions upon former government employees and appointees and sets forth the methods for enforcing them. I expressly accept the applicable provisions of Section 2-156-105* of the Chicago Municipal Code as part of this agreement and as binding on me. I understand that the terms of this pledge are in addition to any statutory or other legal restrictions applicable to me by virtue of government service.

*** 2-156-105. Post-employment Restrictions on Lobbying.**

- (a) Any person who serves as (i) a non-clerical employee of the Office of the Mayor, or (ii) a department head, shall be prohibited from lobbying the City of Chicago or any city department, board or other city agency for a period of two years after leaving that position.
- (b) Any employee who holds an exempt position in a City department, board or other city agency on or after May 16, 2011, other than a person described in subsection (a) of this section, shall be prohibited from lobbying the department, board or agency in which he or she was employed for a period of two years after that employment ends.
- (c) Any person who is appointed by the Mayor to the board of any board, commission, authority or agency, on or after May 16, 2011, shall be prohibited from lobbying that board, commission, authority or agency for a period of two years after the date on which his or her service on the board ends.
- (d) The prohibitions on lobbying set forth in this section shall not apply to any person who (i) occupied the position before May 16, 2011, and (ii) resigned from that position before November 16, 2011. Nothing in this section shall be construed to prohibit a person from lobbying on behalf of, and while employed by, another government agency.

Signature

Printed Name

Date

Print Form



CITY OF CHICAGO
DEPARTMENT OF HUMAN RESOURCES

DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY DIVISION

Diversity and Equal Employment Opportunity Policy
Acknowledgement of Receipt

I acknowledge that I received a copy of the City's Diversity and Equal Employment Opportunity Policy on the date listed below.

Print Name:

Juan Lopez

Employee
ID number:

N/A

Department:

CITY COUNCIL

Signature:

Juan Lopez

Date:

May 17, 2017

NOTE: If you have questions about the Diversity and Equal Employment Opportunity Policy, or wish to file a complaint, please contact the Department of Human Resources at 312-744-4224 or eeodiversity@cityofchicago.org

J00381785



26th War

**CITY OF CHICAGO
CRIMINAL BACKGROUND DISCLOSURE RELEASE FORM**

FOR DEPARTMENT USE:
 Job Title Applied For: ALDERMANIC INTERN Hiring Dept. City Council Dept. Number: 015

Name: Lopez (Last) Juan (First) (MI) _____

Gender: ☒ MALE ☐ FEMALE Date of Birth: 12 31 85 Mo Day Year Driver's License # [REDACTED] State Issued IL

Race: ☐ White ☐ Black or African American ☐ American Indian or Alaskan Native ☐ Asian

☐ Native Hawaiian or other Pacific Islander ☒ Hispanic or Latino ☐ Two or More Races

Height 5'11 Weight 205 Eye Color Brown Hair Color Black Place of Birth Chicago

Social Security # [REDACTED]

Present Address [REDACTED]

(Please list all your past address for the last seven years. If needed, please list addresses on the back of the sheet and sign)

Previous Addresses: [REDACTED] (Dates) 2013 2014 (Dates)

_____ (Dates) _____ (Dates)

Home Phone: _____ Cell Phone [REDACTED] E-Mail [REDACTED]

If you were/are known by or use a name other than the name listed above, please provide that name in the space below:

Name: _____ (LAST) _____ (FIRST) (MI)

Notice to Applicant: Pursuant to the Illinois Criminal Identification Act, 20 ILCS 2630/12 you are not obligated to disclose sealed or expunged records of conviction or arrest and the city will not ask you whether you have had any such records expunged or sealed.

Have you ever been convicted of any crime(s)? ☐ YES ☒ NO If yes, list dates and nature of each conviction below:

DATE	NATURE OF CONVICTION
1. _____	_____
2. _____	_____
3. _____	_____

(If you have more than 3, please list convictions on the back of the sheet and sign)

Have you ever been employed by the CITY OF CHICAGO? ☐ YES ☒ NO If yes, please complete the information below.

From: _____ To: _____ Title: _____ Dept: _____

From: _____ To: _____ Title: _____ Dept: _____

Have you ever been discharged or resigned in lieu of discharge from the CITY OF CHICAGO? ☐ YES ☒ NO

If yes, please complete the information below.

EMPLOYER	JOB TITLE	TERMINATION REASON / INCIDENT
1. _____	_____	_____
2. _____	_____	_____

I affirm that the foregoing statements by me are true and complete and that any falsification or omission may be punishable as perjury as well as a violation of the Municipal Code of Chicago 2-74-090, which provides a fine for up to \$500 and six months imprisonment. I affirm that any falsifications or omissions may result in a rejected application or termination of employment. Additionally, I acknowledge receipt of the City of Chicago Statement of Purpose for the Collection of Social Security Numbers.

Juan Lopez
PRINT NAME

Juan Lopez
SIGNATURE

05-17-17
DATE

DHR - Criminal History Analyst (Signature)

Finger-Prints Cleared ☐ YES ☐ NO

DATE



CITY OF CHICAGO

DEPARTMENT OF HUMAN RESOURCES
EMPLOYEE RESIDENCY AFFIDAVIT

Department: City Council

Bureau: _____

Name: Juan Lopez

Position Title: Aldermanic Intern

Employee Number: N/A

I understand and acknowledge that as a condition of employment with the City of Chicago I must be an actual resident of the City of Chicago.

My address is _____

City Chicago

State IL

Zip code: _____

I understand that the falsification of this statement of address shall constitute grounds for discharge from the City Service.

I understand and acknowledge that I must report any change of address immediately to my department head and to the Department of Human Resources and that failure to provide such notification shall constitute grounds for discharge from the City Service.

By signing this residency affidavit, I acknowledge and represent that I have fully read and understand both the front and reverse sides of this residency affidavit, and further certify that the information which I have provided herein is true and correct.

Signed _____

Date _____

* **NOTE:** the new employee must provide proof of address in the form of a driver's license or state issued ID, or mortgage statement, or bank statement, or water bill, or utility bill to the hiring department.

Complete and sign two copies.

First copy to department file.

Second copy to Department of Human Resources.

City of Chicago Policy on Residency as a Condition of Employment

In order for a City employee to be most effective, he or she must identify with the needs and aspirations of the residents of the City of Chicago. This sense of identification can only be accomplished if the employee is, in fact, an actual resident of the City. As a City resident an employee participates directly in the activities of a neighborhood of the City. This participation and commitment is essential to the development of a strong sense of public service as it relates to the citizens of Chicago. It has been and will continue to be a requirement for City employment that all employees of the City, irrespective of the status, shall be actual residents of the City of Chicago. This policy is stated in Section 25-30 of the Municipal Code of Chicago, the Rules of the Department of Human Resources and other departmental rules or labor contracts governing particular classes of employees. It is essential that this policy be applied uniformly to all employees in all departments. It is the responsibility of every department head to ensure that this policy is carried out. A department head shall take immediate action for the discharge of any employee not in compliance with the requirement that he/she be an actual resident of the City of Chicago.

Any request for assistance in the implementation of this policy should be directed to the Commissioner of Human Resources.

For your information an opinion of the Corporation Counsel states in part: "actual residence has been found to contemplate substantially the same attributes as are intended when the word 'domicile' is used, and a permanent and fixed character is intended."

"...an actual resident has been held to be one who is in a place with the intent to establish there his domicile or permanent residence."

The opinion goes on to say: "...the acquisition of a local address solely for the purpose of claiming it as a residence as a requirement of public employment must be viewed as a subterfuge designed to avoid the obvious objectives of the ordinance. What is required is that the employee actually dwell at the purported residence, not that he have a mailing address at which he/she may on occasion spend some minimal amount of time, while, for example, his/her family lives outside the city and his/her children attend schools outside of the city in which the employed parent purports to reside."

Most recently the Illinois Supreme Court, in upholding the City's residency requirement, described actual residence as a person's "true, permanent home" and "principal residence (and) domicile."

E-Business Suite:APSPROD

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015-2005 - COC Term needs approval for LOPEZ, JUAN, EMPNO [REDACTED]

[Back](#) | [Step 20 of 43](#) | [Next](#) |[Accepted](#) | [Rejected](#) | [Reassign](#) | [Request Information](#) |

From: SHEPPARD, APRIL
To: HR_OFFICE_DISPLAY
Sent: 21-Sep-2017 13:26:26
ID: 97352561

Summary

Effective Date 11-Aug-2017

Employee Name: LOPEZ, JUAN
Manager: SHEPPARD, APRIL
Department: 015-2005 CITY COUNCIL

Employee Number: 114118
Organization Email Address:
Job: 0406 | STUDENT INTERN -
ALDERMANIC

Indicates Changed Items.

Termination Details

Termination Date: 11-Aug-2017
Notification Date: 11-Aug-2017
Reason: Termination
Rehire:
Comments: Aldermanic Intern - 10 week Program

Action History

Sequence	Name	Action	Date	Notes
1	SHEPPARD, APRIL	Submit	21-Sep-2017 13:56:25	
2	PLATTNER, ANNETTE	Approve	21-Sep-2017 15:25:28	
3	HLSCOMM015	Accepted	21-Sep-2017 15:26:26	PLATTNER, ANNETTE M

Response

Approval Comment

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PERSONNEL ACTION

NAME Lopez, Juan EE # [REDACTED] DATE August 11, 2017
Last name, First name Middle initial

Department City Council Organization

Personnel Action 66 - TERMINATION - EXEMPT

Current Position

Dept	Fund	Org	Div	Section	SubSect	Job Code	Job Description	Payroll #	Pay Rate	Annual Amount
015	0100						ALDERMANIC INTERN	6106		\$0.00

New Position

Dept	Fund	Org	Div	Section	SubSect	Job Code	Job Description	Payroll #	Pay Rate	Annual Amount
							#N/A			\$0.00

JUSTIFICATION:

Requested By: A. SHEPPARD Approved By: [Signature]
Department Head Department of Human Resources Office of Budget and Management
 Date 9/21/2017 Date 9/21/2017